

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position, the major responsibility of which is the implementation and management of fire training and safety programs for the fire department. The Fire Training and Safety Officer is responsible for conducting classes for departmental employees and providing related information to the public. The employee of this class has no direct supervision over fire department personnel; however, the incumbent performs functional supervision over departmental employees as it relates to safety procedures and during training. The employee of this class works with little supervision, having the authority to work independently in most areas, and reporting to and having work reviewed by the Superintendent of Fire.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Provides for, manages, tracks and evaluates employee training at all levels to meet the needs of the department. Oversees the development of a training program; maintains supply of training resources and a library of training materials. Supervises and conducts training either in the classroom or at the drill field in the following areas: basic fire fighting, fire attack, forcible entry, ventilation, ladders, fire streams, nozzles, hoses, rope handling, pump operations, hydraulics, extinguishers, rescue, salvage, overhaul, use of protective breathing apparatus, tools, fire equipment, fire apparatus, driving techniques, or any other related subjects assigned or required. Supervises and conducts training in fire service areas of first aid, CPR, emergency medical services, containment and control of hazardous material, communications, pre-fire planning, fire prevention, safety, investigation, inspection, supervision or in laws applicable to fire service operations. Coordinates and schedules departmental or outside training for all department employees as directed. Develops job simulation exercises to rate skills acquired during training. Prepares lesson plans, training material and written tests for training classes. Performs and oversees the administration and grading of tests. Evaluates the effectiveness of the training program to determine whether additional training or changes are needed. Provides employees with "on-the-job" training and assistance in technical areas of work. Holds meetings with fire department employees in order to receive reports, provide training or safety information, inspect the appearance of personnel and equipment, discuss work performance and counsel employees with

grievances or work problems. Maintains discipline within the training environment by conducting corrective interviews or recommending disciplinary action to the appointing authority.

Develops and supervises the coordination of a safety program for the department by assuring that such program is properly supplied with training resources and by implementing safety activities with supervisors of departmental divisions throughout the fire department. Oversees evaluation of the safety program by devising evaluation methods and making recommendations for improvements. Demonstrates safety equipment and practices. Observes department personnel to ensure proper use of prescribed safety equipment. Assists with research to identify hazards and evaluate the loss-producing potential of a given operation. Develops and recommends accident and loss control systems and programs in order to reduce or eliminate occupational injuries or financial losses. Conducts inspections of fire service equipment, accident prevention devices, first-aid supplies and working conditions to ensure compliance with occupational safety and health regulations. Investigates all accidents involving department equipment or personnel to determine cause and make recommendations on procedures to avoid future accidents. Participates in activities of related professional organizations to update knowledge of safety program developments. Responds to all alarms or emergency calls for which the department is answerable in order to assist superior officers with emergency scene operations and also to observe fire suppression, rescue operations and related duties to assure compliance with established safety procedures. Acts as Safety Officer and takes charge of all safety procedures at the emergency scene. Makes notes and takes photographs at the fire or emergency scene for use in training. Participates in handling emergencies involving hazardous materials.

Recommends management policies, goals, and objectives for the Training and Safety division to a superior officer. Assists superior officers by conducting inspections, observing department operations, evaluating the effectiveness of the various divisions in the department and recommending improvements as needed. Participates in the research and planning for programs and activities of the division. Recommends changes in department operations that will help the district obtain favorable ISO ratings. Participates in developing a personnel recruitment and selection program by reviewing applications for employment and helping to interview prospective employees. Makes arrangements for agility and drug testing for newly hired employees.

Personally completes and files all forms and records for the Training and Safety Division as required. Reads and evaluates graphs, charts, manuals and safety publications. Compiles data needed for reports and analyzes such through the use of statistics. Prepares accident and injury reports for review by administrative personnel. Coordinates with accounting in regard to the first report of an injury to workman's compensation. Reviews and evaluates reports written by fire department employees. Writes letters or reports concerning the operation of the division. Works

with superiors to make recommendations on major purchases, write specifications for new equipment or supplies and prepare requests for grants or other special funds to aid in the operation of the fire service. Assists with accounting and gathering budget information for the Training and Safety Division.

Informs the public about the work of the fire department by answering telephone inquiries, delivering talks or demonstrations, distributing literature, conducting tours of the department or by participating in public education programs with other fire department divisions. Acts as a consultant for local volunteer fire departments by providing technical expertise, assistance and cooperation in training and safety.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

EITHER

Must have at least ten (10) consecutive years of fire suppression experience, with at least five (5) years of such service spent performing duties in a supervisory or administrative capacity.

OR

Must have at least five (5) consecutive years of experience conducting formal training for a public or private agency, training academy or institution of higher learning.